

SECURITY REQUEST

NAME OF REQUESTOR	DATE
DEPARTMENT	WORK PHONE NUMBER
REASON FOR REQUEST	
NAME OF PERSON TO BE AWARE OF	
BRIEF PHYSICAL DESCRIPTION OF THE INDIVIDUAL (HEIGHT, WEIGHT, EYE COLOR, ETC.)	
PERIOD OF OBSERVATION (PLEASE INDICATE DATES)	
FROM:	TO:
PERSON TO BE NOTIFIED IF THE INDIVIDUAL(S) IS OBSERVED IN THE RESOURCES BUILDING	
NAME	PHONE NUMBER
INFORMATION PROVIDED (PLEASE CHECK AS APPROPRIATE)	
PHOTO COPY OF RESTRAINING ORDER OTHER	
HAND CARRY COMPLETED FORM TO:	
DWR FACILITIES MANAGEMENT UNIT ROOM 353 653-7233	

SECURITY REQUEST INSTRUCTIONS

1. When a Resources Building employee needs to be advised when an individual enters the Resources Building due to security reasons, the employee/requestor must complete a Security Request (DWR 9518). This form is available on DWR's home page @ www.water.ca.gov under the public forms link.
2. The employee/requestor completes the form, prints it out, and calls the DWR Facilities Management Unit at 653-7233 for the name of the person to whom the Security Request should be given.
3. The Facilities Management Unit will take the information to the Security Guards. The Security Guards will be on the lookout for the individual in question and will act follow security guidelines should a situation arise.